



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

IN REPLY REFER TO:
DepO 1320.16A
1A

MAR 17 2000

DEPOT ORDER 1320.16A

From: Commanding General
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD)

Ref: (a) JFTR (NOTAL)
(b) MCO P1000.6G (NOTAL)
(c) MCO P4650.37C (NOTAL)
(d) DepO 7200.2A
(e) DoD 7000.14-R Vol 5 (NOTAL)
(f) DoD 7000.14-R Vol 9 (NOTAL)
(g) PL 105-264 TTRA (NOTAL)

Encl: (1) Authorized Approving Officials
(2) Sample MCRD Form 1320/1
(3) TAD Order Cycle
(4) Sample DD Form 1610
(5) Format of Pay Checkage Request for Delinquent Travel Claim
(6) TAD Traveler's Helper

1. Purpose. To promulgate instructions pertaining to the administration of TAD for members of this Command.

2. Cancellation. Depot Order 1320.16

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Background

a. The references establish the requirements for obtaining orders prior to executing travel or expending funds for training or conferences. Travel funds for all Depot activities, both military and civilian, including Weapons and Field Training Battalion, are administered by the Assistant Chief of Staff, Comptroller. Travel requirements for supervising recruit field training and marksmanship qualification with the Recruit Training Regiment are administered by the Recruit Training Regiment.

b. Administrative travel is that travel for which the fundamental purpose could be achieved by alternate means, or cancelled without a direct impact on critical mission objectives. Examples are coordinated visits, staff visits, training courses not specifically required for job performance, sports participation, staff retreats, and attendance or participation in administrative, organizational, or training conferences, symposiums, and seminars. It is this type of travel which must be closely scrutinized to preclude unnecessary allocation of limited travel dollars. All "mission" travel requests will also be carefully examined to determine that they are not only necessary, but also meet the definition of mission oriented travel (i.e., travel which is essential for fulfillment of basic mission objectives).

c. It is the responsibility of all personnel who control travel at any level to ensure that approved travel is truly essential for mission accomplishment and that due care and economy are practiced. Therefore, this Command's policy

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requires, at a minimum, active participation by all personnel who request, approve, or authorize TAD.

d. To achieve this policy, the following guidance is provided:

(1) Objectives

(a) Travel and conferences must have stated and well-defined objectives which include anticipated results.

(b) The objectives to be achieved must relate directly to the accomplishment of the assigned mission.

(c) The objectives cannot be achieved by any other means, including telephone, message, or written communication.

(d) Travel should provide for accomplishment of secondary objectives by announcing the intended visits by specific personnel to all activities at the sponsoring and local commands.

(2) Scheduling

(a) All travel will be scheduled far enough in advance to allow maximum use of government quarters, messing and transportation. Advance reservations will be made to effect maximum use of government facilities.

(b) Departure and arrival times will normally be scheduled to coincide with regular operating hours of billeting, motor transportation operations, General Service Administration (GSA) car agencies, etc.

(3) Cost Analysis. The estimated costs of TAD will be analyzed to determine if the location, length, and number of attendees are the most economical combination. The mode of travel that will permit satisfactory accomplishment of the mission at the lowest overall cost will be selected.

(4) Personnel. Requesting and approving officials will select only qualified personnel to execute TAD and will keep the number of attendees along with the duration of travel to a minimum. Travel will only be directed for government business in the best interest of the Marine Corps. Personnel traveling on official business should provide themselves with sufficient funds for all expenses before commencing travel and should exercise the same care in the expenditure of official funds that a prudent person would exercise if traveling on personal business.

(5) Approval. Officials authorized to approve TAD for members of this Command are identified by billet in enclosure (1). By signing any request for TAD, requesting and approving officials are attesting to compliance with the principles described in paragraph 4d(1) above, as well as to the qualification and availability of the member to perform travel.

(6) Sponsors of TAD Visits to this Command

(a) The principles described above also apply to personnel conducting TAD at this Command. Accordingly, all MCRD, San Diego sponsors of TAD personnel

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at this Command should make every effort to obtain government quarters and messing for all attendees. Coordination will be made with the Director, Billeting Office, Facilities Division, AC/S, G-4, prior to securing commercial accommodations.

(b) Personnel reporting to this Command for TAD, including those reporting for disciplinary proceedings, will report to the Consolidated Personnel Administration Center (CPAC) for endorsement of their orders. Upon completion of their TAD, they will return to the CPAC for a detaching endorsement. When appropriate, a representative for the cognizant staff section may collect all the orders and bring them to the CPAC for endorsement and return to the travelers. Personnel who possess non-reporting orders only need to obtain a certificate of non-availability for government quarters and messing.

5. Information

a. Competent Authority. Reference (a) directs that only competent authority may issue travel orders. Competent authority for the issuance of all TAD orders at this Command is the Commanding General and is exercised through his representative, the AC/S, G-1.

b. Requesting Official. Ensure the information on the TAD request is accurate, and if funded by another command, attach a copy of the document containing the appropriation data. It is the responsibility of the requesting official to ensure the cost benefit of the TAD.

c. Approving Official. Enclosure (1) lists authorized approving officials for this Command. They are responsible for effective cost control and justification of TAD requests and for adherence to the principles contained in references (a) through (g) and this Order.

d. Annual TAD Budget Plan. The AC/S, Comptroller will prepare an annual TAD budget plan. This plan will be based upon required trips listed in the Headquarters Marine Corps Field Budget Guide and information submitted by the Depot staff officers, the commanding officers of Headquarters and Service Battalion, Recruit Training Regiment, and Weapons & Field Training Battalion. Changes to the annual TAD plan which require additional funding or reflect significant savings due to cancelled trips will be identified at the mid-year review, announced at some point during the fiscal year.

e. Frequent Traveler. Military or civilian personnel who are in the officer, SNCO, and civilian supervisor ranks are considered "frequent travelers". Other personnel who are expected to travel on official business at least twice a year are considered frequent travelers. Visa Government Travel Charge Cards (GTCC) issued through Bank of America (BOA) are offered to frequent travelers to assist in obtaining lodging, rental cars, meals, and transportation costs. This greatly reduces the need of the travelers to draw advances for such expenses.

(1) Reference (g) (PL 105-264 Travel and Transportation Reform Act (TTRA) of 1998) requires all DoD personnel to use the GTCC for all expenses arising from official government travel unless exempted per paragraph 5e(4). Travel orders shall contain a statement notifying the traveler of the mandatory use requirement of the TTRA. Application forms for GTCCs may be obtained from the AC/S, Comptroller (Budget Office). Individual GTCCs will be issued to

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employees/members in their own names. Each month, all charges will be billed directly to the cardholder's address. Payment for charges due are payable directly to BOA on the date stated on the billing statement. The cardholder is responsible for all charges on his/her card. Charges for personal expenses outside the scope of performance of travel for the government are not authorized and could result in disciplinary action.

(2) Personnel authorized to receive a GTCC will benefit from: no membership fees; no liability on lost/stolen charge card; check cashing privileges at participating hotels/motels; and emergency cash advances at BOA franchise offices when traveling overseas.

(3) If a pattern of failing to pay for valid charges in a timely manner is established, personnel in receipt of GTCCs will surrender the card to the AC/S, Comptroller upon request.

(4) The following personnel are exempt from mandatory card usage:

(a) All military personnel undergoing initial entry or initial skill training prior to reporting to their permanent duty station.

(b) All military and DoD Civilian personnel who are denied travel charge cards or whose travel charge cards have been canceled for financial irresponsibility or other specific reasons.

(c) All prisoners.

(d) During times of declared national emergency or state of war, military or DoD civilian personnel may be approved by the Under Secretary of Defense (Comptroller).

(e) Such other military or DoD civilian personnel specifically exempted under regulations that are promulgated by the Head of the DoD Component concerned and approved by the Under Secretary of Defense (Comptroller).

(f) Any person who has an application pending for the card.

(5) Expenses covered by "meals and incidentals" portion of per diem allowance are exempt from mandatory use of the card, as well as laundry/dry cleaning, parking, local transportation, taxi, and tips.

f. Requests for TAD Orders

(1) All requests for budgeted travel for Depot personnel (except travel to W&FTBN by drill instructors accompanying recruits), involving the expenditure of Depot funds, will be submitted to the AC/S, Comptroller using MCRD Form 1320/1 (Enclosure (2)). Frequent travelers may be authorized use of Repeat Travel Orders. Requests will be submitted by utilizing MCRD Form 1320/1, identifying the nature of the orders and the specific period to be covered.

(2) TAD requests for unbudgeted travel by military personnel, but proposing expenditure of Depot funds, or trips which will be funded by another command will be submitted as above and will include justification for the trip and planned funding. Such requests will include a copy of the reference

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authority (message, letter, etc.) which documents the travel. Appropriation data from other commands may be verified by letter, message, or phone conversation prior to the issuance of orders. If the appropriation data is provided through a phone conversation, a follow-up message must be sent.

(3) Under normal circumstances, requests for TAD orders should be submitted a minimum of 15 working days in advance of the effective date to allow proper processing of the request. Failure to do so creates an unnecessary burden at all levels in the processing chain, and may result in a more expensive class of transportation because of limited availability within the short time frame. The greatest burden is placed upon the individual traveler who may not have sufficient time to draw necessary travel advances or may be forced into an inconvenient departure time.

(4) An example of a properly completed TAD request form is contained in enclosure (2). The proper routing sequence for the request is displayed in enclosure (3).

g. Rental Cars. Rental cars will not routinely be authorized. Requests for rental cars must contain complete justification and must be forwarded via the cognizant Assistant Chief of Staff or Commanding Officer. This justification will be submitted with the request for TAD to AC/S, Comptroller for final determination.

h. Non-Reporting Orders. Non-reporting orders do not void the requirement for obtaining a certificate of availability of government quarters and messing. All Sergeants and below will be directed to report whenever practical. Where reporting is not practical, a certification as to the non-availability of government quarters and messing facilities must be obtained from the installation commander if a claim for full per diem is to be submitted, unless orders do not direct quarters and do not require messing facilities to be utilized because it would adversely affect the mission.

i. Technical, Professional, and Scientific Meetings. The basic criterion for attendance at a meeting of technical, professional, scientific, or other similar organizational meetings, at government expense, is that the purpose and subject of the meeting be related to the primary professional duties of the person attending. Attendance and participation in meetings covered or sponsored by recognized nonfederal societies and organizations will require the approval of AC/S, Comptroller prior to making any commitments to ensure the availability of funding.

j. Confirmation Orders. Verbal orders directing travel must be subsequently confirmed in writing. The confirmation must contain a statement that due to the urgency of the travel, it was not possible to issue written orders prior to the commencement of the travel which must be approved by competent authority. Because of the close proximity of subordinate organizations to this Headquarters, the necessity for confirmation orders is not generally foreseen. Cases which anticipate the need for these orders will be referred to AC/S, Comptroller, without delay, via the appropriate chain of command.

k. Non-appropriated Fund Instrumentality (NAFI) Travelers and Orders. NAFI employees and other personnel whose travel is sponsored by NAFI will have their orders processed through the AC/S, Marine Corps Community Services (MCCS) utilizing DD Form 1610 (sample is provided as enclosure (4)).

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1. Travel Bonuses, Discounts, Gifts, Gratuities, and Benefits. Various airlines offer promotional items, discount "points", free tickets, and other travel benefits to their patrons. Instructions governing the acceptance of these items are covered in paragraph 4208 of reference (b).

m. Local Training Courses/Conferences. Specialized training courses/conferences in the San Diego area will not rate travel and per diem because they are in the same geographical location as the member's duty station. When such courses/conferences require payment of a registration fee or tuition, payment should be requested by using a DD Form 1556. Forward completed form to AC/S, Comptroller.

n. Local Travel to Camp Pendleton and Marine Corps Air Station (MCAS), Miramar. Personnel stationed at MCRD, San Diego are frequently required to travel to Camp Pendleton or MCAS, Miramar for various reasons. To minimize TAD expenditures for this local travel, the following procedures are established:

(1) Requalification shooters traveling to Camp Pendleton for the sole purpose of qualifying with the service rifle and/or pistol will be issued TAD orders by their respective organizational commanders.

(a) Government transportation will be provided for requalification shooters to and from Camp Pendleton on a daily basis. Orders issued to these travelers will direct the use of government transportation daily.

(b) Orders for these travelers will further state that transportation via privately owned vehicle is permitted. However, if a traveler elects to travel via privately owned vehicle, no reimbursement for travel expenditures is authorized.

(c) Orders for these travelers will also state that overnight billeting at Camp Pendleton is permitted. However, if a traveler elects to remain at Camp Pendleton overnight, no reimbursement for lodging expenses or per diem is authorized.

(2) Personnel participating in Block Training (BT) will be issued orders by the Commanding Officer, Headquarters and Service Battalion.

(a) Government transportation will be provided for personnel participating in BT for all required excursions to and from Camp Pendleton. Orders issued to these travelers will direct the use of government transportation.

(b) Orders for these travelers will further specify which days of the BT Course are designated as "field duty" days in which the participants will be in a field duty status. The entire time that BT participants spend at Camp Pendleton will be designated as "field duty" days.

(c) While in a field duty status, BT participants accrue no entitlement to per diem.

(d) Instructors who travel with BT participants will be issued orders identical to those issued to the BT participants. If they elect to travel via

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privately owned vehicle instead of utilizing government transportation, no reimbursement for travel expenditures is authorized.

(3) Permanent personnel from RTR required to travel to Camp Pendleton with their recruit companies, series, or platoons will be issued orders by the Director, CPAC.

(a) Government transportation will be provided for those permanent personnel to and from Camp Pendleton on a daily basis. Orders issued to these travelers will direct the use of government transportation.

(b) Orders for these travelers will further state that transportation via privately owned vehicle is permitted. However, if a traveler elects to travel via privately owned vehicle, no reimbursement for travel expenditures is authorized.

(c) Orders for these travelers will also state that overnight billeting at Camp Pendleton is permitted. However, if a traveler elects to remain at Camp Pendleton overnight, no reimbursement for lodging expenses or per diem is authorized.

(d) Orders for these travelers will further specify that on their duty days, the traveler will be required to remain at Camp Pendleton overnight. As the orders dictate the need for these travelers to remain at Camp Pendleton overnight on their duty days, reimbursement for per diem is authorized on duty days only.

(4) Personnel traveling to Camp Pendleton while performing TAD for the Curriculum Developers Course (CDC), Formal School Instructor Course (FSIC), or Administrators Course (AC) will be issued TAD orders by the Director, CPAC.

(a) Quotas for these courses will be disseminated by the AC/S, G-2/3. Upon selecting personnel to fill these quotas, the AC/S, G-2/3 will submit a request for TAD Orders (MCRD Form 1320/1) to AC/S, Comptroller, in accordance with paragraph 5f and enclosure (3).

(b) Funded TAD orders directing the utilization of government quarters and messing at Camp Pendleton will be issued to these travelers.

6. Action

a. AC/S, Comptroller

(1) Administer Cost Center 1D (Military TAD travel).

(2) Administer Cost Center CT (Civilian TAD travel).

(3) Formulate and publish the annual budget plan.

(4) Process all requests with correct appropriation and forward to the Director, Consolidated Personal and Administration Center (CPAC).

(5) Process requests for unbudgeted TAD when funds are available.

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b. AC/S, G-1. Ensure the Director, CPAC prepares TAD orders within three working days of receipt of the request; log in the respective logbooks for Hq&SvcBn, RTR, W&FTBn, or SptBn for those respective commands to pick up, endorse, and deliver to the individual.

c. Commanding Officers, Headquarters and Service Battalion, Recruit Training Regiment, and Weapons and Field Training Battalion

(1) Review the annual calls for budget and mid-year review, and submit TAD requirements to this Headquarters (Attn: AC/S, Comptroller) upon request.

(2) Establish procedures for requesting, receiving, and processing TAD orders from this Headquarters for personnel within your organization. These procedures will include the following:

(a) Submit TAD requests to AC/S, Comptroller, in accordance with paragraph 5f and enclosure (3), to arrive at least 15 working days prior to the effective date of the orders.

(b) Certify the level of security clearance, the agency conducting the investigation, and the date completed when such information is required for performance of the TAD.

(c) Notify all departing travelers of their responsibility to file a travel claim within three working days of their completion of travel, and that if a claim is not filed, all travel advances received will be deducted from the member's regular pay account. This notification will be made part of the detaching endorsement and signed by the individual.

(d) Authorize annual leave in conjunction with the TAD in the detaching endorsement of the TAD orders, when requested by the member and approved by the cognizant work section.

(e) Provide administrative assistance to travelers for the preparation and settlement of travel claims. This will include assistance in obtaining necessary quarters and messing statements and reporting/detaching endorsements when the member has not obtained them.

(f) As required by paragraph 40301 of reference (c), maintain a log containing the traveler's grade, name, travel order number, date the orders were received, date the traveler is due to return, date the travel claim was submitted to the Finance Office, and date the travel claim was settled.

(g) Establish follow-on procedures to notify the Finance Officer of travelers who have not initiated action to settle their travel claims within 15 working days of their return from TAD and initiate action to recoup any travel advances which may have been drawn. A copy of this notification will be provided to the individual. When extenuating circumstances such as hospitalization, further TAD, or leave prevent submission of the claim, the initiation of pay checkage may be delayed accordingly and the Finance Officer so advised. Enclosure (5) provides the required format to initiate this action.

(h) Notify AC/S, Comptroller, in writing, when an excess travel advance is determined to be uncollectable.

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(i) Monitor the submission of travel claims for reasonability of claimed expenses. In this regard, travelers will be made aware of their liability to disciplinary action and mandatory loss of travel entitlements for submission of fraudulent travel claims. Initiate appropriate and timely disciplinary action as required.

(3) Screen all TAD requests for compliance with the contents of paragraphs 4 and 5 of this Order. Personnel who sign as the requesting official and approving official of TAD requests will certify that the travel meets the criteria established in paragraph 4 of this Order

(4) Establish procedures to monitor the submission and approval of TAD request within your organization. Only requests with the signature of an authorized approving official will be recognized.

(5) Establish procedures to monitor the expenditure of funds approved for your organization. This is required to adequately forecast the availability of unexpended funds for turn-in at mid-year review or to fund unexpected travel requirements which may occur during the current fiscal year.

(6) Establish procedures to require travelers sponsored by this Command to make travel arrangements as early as possible in order to obtain any possible discount fares and use of government facilities at the TAD site. Direct liaison with the Traffic Management Office and the TAD site is authorized. Travelers do not need their orders to make travel reservations; however, orders are necessary to pick up any tickets.

(7) Notify the Director, CPAC within two working days of the effective date of the orders for any traveler who does not execute TAD orders which have been issued.

d. AC/S, G-1; G-2/3; G-4; Staff Judge Advocate; Recruiting; Religious Ministries; Quality Management; Director, Computer Information and Systems Department; Public Affairs Officer; Recruiters School, and Provost Marshal

(1) Review the annual calls for TAD budget and mid-year review and submit TAD requirements to AC/S, Comptroller.

(2) Establish procedures to submit TAD requests to the AC/S, Comptroller in accordance with paragraph 5f and enclosure (3).

(3) Establish procedures to monitor the submission and approval of TAD requests within your section. Only requests with the signature of an authorized approving official will be recognized. Personnel who sign as the requesting official of the request will certify that the travel meets the criteria established in paragraph 4 of this Order.

(4) Establish procedures to monitor the expenditure of funds approved for each section. This is required to adequately forecast the availability of unexpended funds for turn-in at mid-year review or to fund unexpected travel requirements which each section may incur during the current fiscal year.

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(5) Establish procedures to require travelers sponsored by each section to make travel arrangements as early as possible in order to obtain any possible discount fares and use of government facilities at the TAD site. Direct liaison with the Traffic Management Officer and the TAD site is authorized. Travelers do not need their orders to make travel reservations; however, orders are necessary to pick up any tickets.

(6) Establish procedures to require travelers sponsored by each section to report to the CPAC (with the exception of AC/S, Religious Ministries) within three working days of return from TAD to complete a travel claim.

e. AC/S, Marine Corps Community Services (MCCS).

(1) Administer all aspects of this Order as they apply to Government Service, Non-appropriated Fund Instrumentality (NAFI) employees, or non-NAFI personnel who are to travel at Appropriated Fund (APF) expense.

(2) Forward all APF travel orders to the Director, CPAC for final authentication at least five working days prior to the date of departure.

f. Travelers

(1) Obtain reporting/detaching endorsements and certification statements of availability/nonavailability of government quarters and messing at the TAD site.

(2) Submit all travel claims within three working days of return from the travel.

(3) Exercise the same care in the expenditure of funds that any prudent person would exercise if traveling on personal business. Enclosure (6) is a "TAD Traveler's Helper" which will assist you in the execution of your TAD travel.


JOHN B. SOLLIS
Chief of Staff

DISTRIBUTION: A

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AUTHORIZED APPROVING OFFICIALS

Chief of Staff
Director, Public Affairs Office
Director, Computer Information and Systems Department
Provost Marshal

Assistant Chief of Staff, G-1
Assistant G-1

Assistant Chief of Staff, G-2/3

Assistant Chief of Staff, G-4
Assistant G-4

Assistant Chief of Staff, Comptroller
Deputy Comptroller

Assistant Chief of Staff, Recruiting
Deputy/Head Recruiting Operations
Recruiting Operations Officer
Assistant Recruiting Operations Officer

Assistant Chief of Staff, Staff Judge Advocate
Deputy Staff Judge Advocate

Assistant Chief of Staff, Religious Ministries

Assistant Chief of Staff, Marine Corps Community Services
Assistant, Marine Corps Community Services

Assistant Chief of Staff, Quality Management Division

Commanding Officer, Headquarters and Service Battalion
Executive Officer, Headquarters and Service Battalion
Adjutant, Headquarters and Service Battalion

Commanding Officer, Recruit Training Regiment
Executive Officer, Recruit Training Regiment
Adjutant, Recruit Training Regiment

Commanding Officer, Weapons and Field Training Battalion
Executive Officer, Weapons and Field Training Battalion
Adjutant, Weapons and Field Training Battalion

Director, Consolidated Personnel Administration Center
Assistant Director, Consolidated Personnel Administration Center
Permanent Personnel Officer, Consolidated Personnel Administration Center

Director, Recruiters School

Note: An incumbent filling any of the above billets is authorized to approve TAD requests if serving in an "Acting" capacity.

ENCLOSURE (1)

REQUEST FOR TEMPORARY TRAVEL ORDERS

MCRD 1320/1 EG (REV. 03-00)

MAR 17 2000**SECTION A - To be completed by requesting section**

| | | | | | |
|---|--|---|-------------|---|--|
| Name (Last, First, MI) | | Grade | SSN | MOS | Organization |
| DOE, John D. | | E-7/GYSGT | 123-45-6789 | 0193 | <input checked="" type="checkbox"/> HQSVCBN <input type="checkbox"/> RTR <input type="checkbox"/> WFTBN <input type="checkbox"/> CIV |
| Work Section | Phone Ext | Depart Date | Return Date | Total Days | TAD Purpose |
| CPAC | 4-6999 | 20 Mar 00 | 25 Mar 00 | 5 | MCTFS Annual Training Conference |
| TAD Locations | | Type of Tvl | | Mode of Tvl | |
| Cincinnati, OH | | <input checked="" type="checkbox"/> Indiv Tvl | | <input checked="" type="checkbox"/> Comm Air <input type="checkbox"/> Govt Air <input type="checkbox"/> POV | |
| days 5 | | <input type="checkbox"/> Group Tvl | | <input type="checkbox"/> Govt Veh <input checked="" type="checkbox"/> Rental Car Requested | |
| days | | <input type="checkbox"/> Add'l Names Attached | | | |
| Govt Qtrs Avail | Govt Mess Avail | Frequent Traveler | | Leave Dates (If any) | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> Yes | | NONE to | |
| <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input type="checkbox"/> No | | to | |
| Registration/Misc. Fees | | Gov't Charge Card | | Remarks | |
| \$125.00 | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Budgeted by (Only pre-approved trips by the Compt) | | Explain | | Attach explanation | |
| <input checked="" type="checkbox"/> MCRD | | <input type="checkbox"/> Other | | <input type="checkbox"/> Not Budgeted | |
| In accordance with DepO 1320.6, TAD orders are requested for the above named individual. I certify that this travel meets the criteria of DepO 1320.6. Member has been advised of and is qualified for this travel. | | | | | |
| Signature (Requestor) | | | | Date (DDMMYYYY) | |
| I. M. BOSS, CWO4, DIR, CPAC | | | | | |

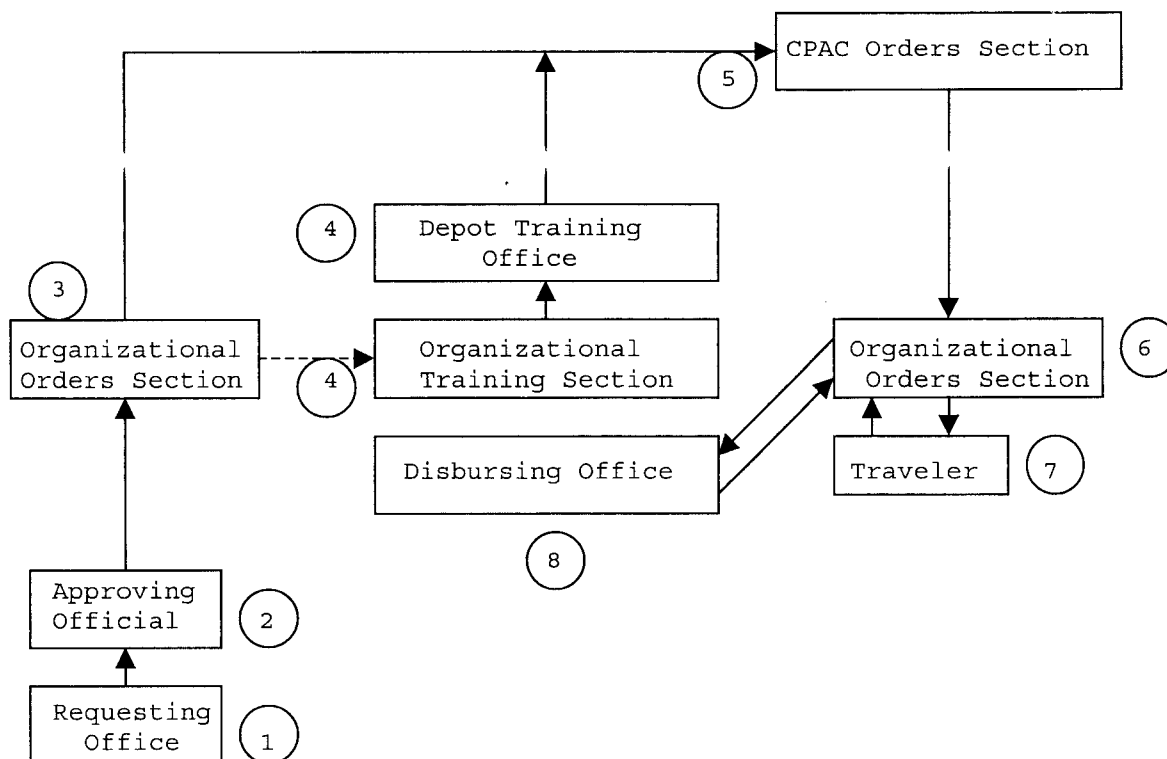
SECTION B - To be completed by approving official

| | | |
|---|--------------------------------------|-----------------|
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Comments |
| I certify that travel meets the criteria of DepO 1320.6. Member has been advised of and is qualified for this travel. | | |
| Signature | Title | Date (DDMMYYYY) |
| I. M. BIGBOSS, LTCOL | AC/S, G-1 | |

SECTION C - To be completed by Managerial Accounting Office (for Military & Civilian)

| | | | | | | | | | |
|--|-------------|----------------|---------|-------|-----------------|-----------------|-----------|-----|-----|
| AAC | FA | WC | FC | OCSOC | CAC | BRC | LOCAL USE | RON | RBC |
| 00243 | 21X0 | | | | | | | | |
| Remarks | | | | | | | | | |
| Est Travel | Est PerDiem | Est Rental Car | Reg Fee | Other | Est Total | | | | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | Return (Reason) | | | | |
| Signature | | | Title | | | Date (DDMMYYYY) | | | |
| | | | | | | | | | |

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TAD ORDER CYCLEMILITARY PERSONNEL

1. Requesting office originates request for TAD orders, certifies compliance with JFTR, MCO P1000.6G and MCO P4650.37C.
2. Approving official approves the request for TAD orders, certifies compliance with JFTR, MCO P1000.6G, MCO P4650.37C and monitors the expenditure of monies for the trip against approved travel for the section.
3. Organizational orders section certifies security clearance information (if necessary) and provides other administrative processing.
4. If required, organizational training office provides necessary processing and forwards to AC/S, G-2/3 (Depot Training Office) (DTO). DTO provides necessary processing and delivers to AC/S, Comptroller for appropriation data. If not required, organizational training office will forward to AC/S, Comptroller for appropriation data. AC/S Comptroller will deliver TAD requests to CPAC orders section for processing.
5. CPAC provides necessary processing and prepares the orders.
6. Orders are sent to the appropriate section for endorsement and delivery to the traveler.
7. Traveler executes orders and returns to the orders section to complete a travel claim.
8. Orders section forwards travel claim to the Finance Office. Completed travel claim is returned to the orders section, then to the traveler.

ENCLOSURE (3)

2000

| | | | | | | | | |
|---|-----|--|------|------------|---|--|---|--------------------------------|
| REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21. | | | | | | | 1. DATE OF REQUEST MAR 17 2000 | |
| REQUEST FOR OFFICIAL TRAVEL | | | | | | | | |
| 2. NAME (Last, First, Middle Initial) AND SSN DOE, John D. 123-45-6789 | | | | | 3. POSITION TITLE AND GRADE OR RATING Assistant Special Services Officer GS-9 | | | |
| 4. OFFICIAL STATION MCRD, San Diego, CA | | | | | 5. ORGANIZATIONAL ELEMENT Marine Corps Community Services | | | 6. PHONE NO. (619) 524-0000 |
| 7. TYPE OF ORDERS TAD | | 8. SECURITY CLEARANCE SECRET | | | 9. PURPOSE OF TDY 3 - Training Attendance Annual MCCS Leadership Training | | | |
| 10a. APPROX. NO. OF DAYS OF 5 | | b. PROCEED O/A (Date) 20 Mar 00 | | | | | | |
| 11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED Depart San Diego, CA 1130, 20 March 2000 Arrive Cincinnati, OH 2130, 20 March 2000 Depart Cincinnati, OH 1700, 25 March 2000 Arrive San Diego, CA 2030, 25 March 2000 | | | | | | | | |
| 12. DIRECTED MODE OF TRANSPORTATION | | | | | | | | |
| COMMERCIAL | | | | GOVERNMENT | | | PRIVATELY OWNED CONVEYANCE (Check one) | |
| RAIL | AIR | BUS | SHIP | AIR | VEHICLE | SHIP | RATE PER MILE: | |
| | X | | | | | | <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR. | |
| <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) | | | | | | | | |
| 13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify) | | | | | | | | |
| 14. ESTIMATED COST | | | | | | | | 15. ADVANCE AUTHORIZED |
| PER DIEM | | TRAVEL | | OTHER | | TOTAL | | |
| 16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (TRAVEL MEETS CRITERIA OF SECDEF MEMO OF 18JAN82.) All costs to be borne by CMC (MCCS) | | | | | | | | |
| 17. REQUESTING OFFICIAL (Title and signature) I. M. BOSS, GS-12, Dir, FSC | | | | | | 18. APPROVING OFFICIAL (Title and signature) I. M. BIGBOSS, COL, AC/S, MCCS | | |
| AUTHORIZATION | | | | | | | | |
| 19. ACCOUNTING CITATION | | | | | | | | |
| 20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION | | | | | | | 21. DATE ISSUED | |
| | | | | | | | 22. TRAVEL ORDER NUMBER | |

MAR 17 2000

FORMAT OF PAY CHECKAGE REQUEST FOR DELINQUENT TRAVEL CLAIM

From: Commanding Officer, _____
To: Finance Officer, MCRD/WRR, San Diego

Subj: NOTIFICATION TO EFFECT COLLECTION OF TRAVEL ADVANCE

Ref: (a) MCO P4650.37C
(b) DoD 7000.14-R Vol 5 (NOTAL)

1. In accordance with the references, a checkage for advance travel payment is required on the individual listed below. The member has completed a period of temporary additional duty and has failed to file a travel claim within the required three working days. Extenuating circumstances do not exist that would prevent the member from filing a claim.

Grade/Name/SSN/MOS: _____
TAD Order Number: _____
Amount of Advance: _____
Date TAD completed: _____

I. M. GREAT

Copy to:
Member concerned

ENCLOSURE (5)

MAR 17 2000

TAD TRAVELER'S HELPER

1. This information is provided to assist the individual TAD traveler to obtain final modifications, endorsements to original orders, and final settlement of travel claims. Personnel traveling on official business should provide themselves with sufficient funds for all expenses before commencing travel and should exercise the same care in the expenditure of official funds that a prudent person would exercise if traveling on personal business.

2. It is your responsibility to review the original orders to ensure they contain accurate information regarding places to be visited, duration of TAD, mode of transportation, etc., and to obtain any necessary modifications to correct errors/omissions. It is also your responsibility to obtain all required reporting/detaching and availability/utilization of government quarters and mess endorsements. The following areas should receive particular attention:

- a. Are all places to be visited properly shown on the original orders?
- b. If orders state use of a specific mode of transportation and it is not utilized due to nonavailability, has the required nonavailability endorsement been obtained? Has the utilized mode been authorized?
- c. Have proper reporting/detaching endorsements been obtained from TAD point?
- d. Has an endorsement been obtained from the TAD point concerning availability/nonavailability of government quarters and mess? (This must be obtained for both reporting and nonreporting orders unless the orders state they are not required to be utilized due to mission requirements.)
- e. If a transportation request (TR) has been issued, have orders been properly endorsed by the Traffic Management Office (TMO)? (Includes an endorsement for any unused TRs of common carrier ticket(s) which have been returned to the TMO by the traveler.)
- f. Has an endorsement been obtained from the TAD point concerning authorized reimbursement for missed/procured meals? (If any meals are missed/procured because use of existing government facilities was impractical, you must get an endorsement from the TAD point.)
- g. Have all necessary receipts in accordance with references (c) and (f) been obtained and submitted with travel claim for settlement, i.e. lodging and rental car? It is not necessary to submit receipts for reimbursable expenses that do not exceed \$75.00. (This does not include lodging and rental car.)

ENCLOSURE (6)

